



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 4th INFANTRY DIVISION (MECHANIZED)**  
**FORT HOOD, TX 76544-5000**

REPLY TO

AFYB-CS

12 October 2004

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Memorandum of Instruction (MOI) for Incident Review Boards (IRB) –  
Change 1**

1. Commanding General's Intent. The IRB will be used as a tool to understand and prevent unacceptable behavior and apply lessons learned in preventing future unacceptable behavior, incidents, and accidents. Examples of unacceptable behavior, incidents, and accidents are: suicide gestures, suicide attempts, excessive use of alcohol, major vehicle/motorcycle accidents, abuse cases, and incidents involving weapons. The intent of the IRB is to review all facts and circumstances of an unacceptable behavior, incident, or accident using a leadership forum. The IRB will examine standards and discipline, command climate, 1st line supervisor and command involvement, risk management, distress signals/warning signs, prevention programs and treatment programs.

2. Purpose. To mandate a unit-level review to understand unacceptable behavior and apply lessons learned to prevent future behavior, incidents or accidents. The board is required to review these incidents and identify tactics, techniques and procedures to prevent future occurrences. The Incident Review Board will include, but is not limited to the following incidents:

- a. Preventable accidents.
- b. Suicide gestures.
- c. Failed suicide attempts.
- d. Drug related incidents.
- e. Alcohol related incidents.
- f. Driving while intoxicated.
- g. Domestic violence.
- h. Harrassment.
- i. Sexual abuse/assault.
- j. Weapon related incidents.
- k. POV and motorcycle accidents.
- l. Any incident of misconduct that generates a Serious Incident Report (SIR).

3. Applicability. This MOI is applicable to all units assigned, attached or under the operational control of the 4th Infantry Division. This policy does not preclude or contravene other requirements involving the death of a soldier or on-

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duty civilian including accident investigations, next of kin briefings, and other collateral investigations or reports.

4. IRB Composition. Brigade Commanders will direct the level at which the board will be chaired. For separate battalions, all IRBs will be conducted at the battalion-level. The membership of the board can be augmented, but will at a minimum include the following:

- a. Brigade commander or his representative if held at brigade-level.
- b. Battalion commander or his representative if held at the battalion-level.
- c. Command Sergeant Major at the level the board is conducted.
- d. Company Commander of the Soldier involved.
- e. Company First Sergeant of the Soldier involved.
- f. Immediate supervisor of the Soldier involved.
- g. Optional members would include Chaplains, FRG representatives, or Soldiers who work with the Soldier involved.

5. Responsibilities.

- a. PMO.
  - (1) Monitor blotter reports and record incidents that require an IRB.
  - (2) Report blotter incidents to the G1 that require an IRB.
- b. G1.
  - (1) Communicate with Brigade S1s on required IRBs.
  - (2) Serve as the POC for IRBs.
  - (3) Receive feedback from units on the outcome of the IRB.
  - (4) Report IRB statistics weekly to the CG. Report cut-off time is 1700 each Thursday. Report submitted to the Chief of Staff NLT 1200 each Friday.
  - (5) Report on MSC compliance with the IRB timelines during Division Command and Staff Calls.
  - (6) Produce a monthly roll-up of trends in the IRB findings, for distribution to units in order to share trends in causes, contributing factors, and recommended corrective measures.
- c. G3.
  - (1) Monitor SIR/CIR reports for incidents that require an IRB.
  - (2) Report SIR/CIR incidents to the G1 that require an IRB.
- d. Brigade Commanders/Separate Battalion Commanders.
  - (1) Implement the IRB program within their units.
  - (2) Direct the level (brigade or battalion) that IRBs will be conducted. This may be by incident type or by individual incidents.
  - (3) Monitor the success of the program within their units.
  - (4) Appoint IRB presidents for incidents.

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**(5) Outbrief the ADC(M) or ADC(S) at the respective ADCs discretion. Brigade/Separate Battalion Commanders must coordinate with their respective ADC to determine the outbrief requirement.**

(6) Report IRB status to the G1.

e. IRB Presidents.

(1) Appoint the appropriate board members.

(2) Conduct the board IAW the recommended slides (Encl A).

(3) Chair the board or appoint an appropriate designee.

(4) Report completion and any recommendations through the chain of command to the G1.

6. Timeline. Notification of board completion is due to the G1 no later than seven (7) working days from the date of the incident.

7. Point of contact for the IRB program is the Deputy G1, 287-7042.

FOR THE COMMANDER

Encls

A – Sample IRB Slides

Distribution: A



CURTIS D. POTTS

COL, GS

Chief of Staff